

**CONFIDENTIAL**

DTP-8035

Approved For Release 2002/07/01 : CIA-RDP78-06207A000100040007-6

26 OCT 1972

**MEMORANDUM FOR: Director of Personnel**

**SUBJECT : Establishment of Positions for the  
Information Science Center**

**REFERENCE : Memo from DDS 72-2715 dtd 10 July 72,  
Subj: FY 1973 and FY 1974 Position  
and Fund Control Figures**

1. On 1 July 1972 the Office of Training assumed responsibility for the control and direction of the Information Science Center from the Defense Intelligence Agency. At that time [redacted] a GS-16 ST designee was appointed to oversee the activity. The Information Science Center staff included [redacted] and [redacted] both GS-15 officers on detail from DDS&T. In addition [redacted] continued to assist with the program and we assigned [redacted] a GS-07 designee as administrative secretarial support.

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2. The attachment in the referent memorandum regarding position and fund authorization for FY 1973 and FY 1974 indicates that we would be allotted five positions and the necessary funds to staff the ISC. We have, therefore, obtained position descriptions from the Defense Intelligence Agency regarding the staffing of ISC. These descriptions have been reviewed and discussed with PMCD/OP and found to be valid. Copies of these position descriptions are attached.

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3. In projecting the necessary staffing pattern we have arrived at the following proposal. It is recommended that five (5) staff positions be established to accommodate the staff personnel cited in paragraph 1 and to provide one position for possible recruitment as suggested in the attached memorandum from C/DD/S Plans Staff. These positions should be allocated as follows: 1 GS-16, 3 GS-15, and 1 GS-07. Colonel [ ] will be hired initially as a contract employee upon his retirement from the military service. Authority for exceeding our contract ceiling, if necessary, is contained in the referent memorandum. Pending the establishment of the Table of Organization, we have taken action to assign the four staff employees to our Development Complement against the proper account number so that the funds allocated for ISC will be properly disbursed.

4. It is requested that action be taken to establish the Information Science Center Table of Organization at the earliest possible date.

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*for* [ ]  
HUGH T. CUNNINGHAM  
Director of Training

**Att**

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OTR/HTC [ ] bjs (26 Oct 72)

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DD/S 72-4270

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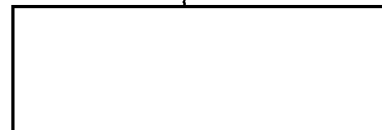
MEMORANDUM FOR: Director of Personnel

SUBJECT : Support Directorate Supergrade Authorizations

STATINTL

Upon your inquiry as to whether we could absorb within the present Support Directorate supergrade authorization the supergrade position requested by the Office of Training for the Chief, Information Science Center, I reviewed our present Support Directorate supergrade situation. We can accommodate the additional supergrade position for the Chief, Information Science Center by downgrading the position of Business Analyst - [redacted] in the Office of the Deputy Director for Support from GS-16 to GS-15. Although we are able to accommodate this adjustment within the present over-all Support Directorate supergrade authorization, I am concerned that in the future we may have to request an increase of one in our supergrade ceiling.

STATINTL



John W. Colley  
Deputy Director  
for Support

cc: Plans Staff/DDS